

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

<b>(1) DEPARTMENT</b> Human Resources	<b>(2) MEETING DATE</b> 3/27/2012	<b>(3) CONTACT/PHONE</b> Tami Douglas-Schatz 781-5959	
<b>(4) SUBJECT</b> Resolution approving the new classification of Sheriff's Forensic Laboratory Specialist and setting the salary range.			
<b>(5) RECOMMENDED ACTION</b> It is recommended that the Board approve the resolution establishing the classification and setting the salary range of Sheriff's Forensic Laboratory Specialist.			
<b>(6) FUNDING SOURCE(S)</b> Sheriff's Trust Fund Revenues	<b>(7) CURRENT YEAR FINANCIAL IMPACT</b> \$0.00	<b>(8) ANNUAL FINANCIAL IMPACT</b> \$132,833.00	<b>(9) BUDGETED?</b> Yes
<b>(10) AGENDA PLACEMENT</b> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business			
<b>(11) EXECUTED DOCUMENTS</b> <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A		<b>(12) BUDGET ADJUSTMENT REQUIRED?</b> BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
<b>(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)</b>  N/A		<b>(14) W-9</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>(15) LOCATION MAP</b>  N/A	<b>(16) BUSINESS IMPACT STATEMENT?</b>  N/A	<b>(17) AGENDA ITEM HISTORY</b>  <input checked="" type="checkbox"/> N/A    Date _____	
<b>(18) ADMINISTRATIVE OFFICE REVIEW</b>  Emily Jackson			
<b>(19) SUPERVISOR DISTRICT(S)</b> All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Human Resources / Tami Douglas-Schatz  
781-5959

DATE: 3/27/2012

SUBJECT: Resolution approving the new classification of Sheriff's Forensic Laboratory Specialist and setting the salary range.

## **RECOMMENDATION**

It is recommended that the Board approve the resolution establishing the classification and setting the salary range of Sheriff's Forensic Laboratory Specialist.

## **DISCUSSION**

In 2006, the Sheriff's Office began staffing the Crime Lab with Forensic Specialists who have a background in forensic science and crime scene investigation. This specialized workforce within the Crime Lab provided a scientific approach to the collection, handling, and processing of crime scenes and collected evidence.

Simultaneously, a laboratory was established and staffed with one Supervising Clinical Laboratory Technician (SCLT) position to conduct forensic chemistry analysis. The SCLT classification was the best match for the position at that time. Over the past five years the department has researched and obtained the necessary equipment, procedures, and licensure required to make the laboratory a licensed and functioning Forensic Chemistry Laboratory. Prior to its development, drug and urine testing were obtained from either the California Department of Justice or outside vendors.

As a result of the changes in the functions of the laboratory and the duties of the SCLT position, the incumbent submitted a classification study request. The findings of that study determined that the incumbent was working outside the scope of the SCLT classification and would be more appropriately classified to a new classification that included the duties commensurate of a forensic laboratory technologist. Consequently, Human Resources developed a new classification of Sheriff's Forensic Laboratory Specialist that accurately reflects the duties performed by and the minimum qualifications required of an incumbent in that position.

This position will be allocated to the Sheriff's Office in the FY 2012-13 budget. The incumbent will assume the position effective July 1, 2012. The recommended salary is appropriate for the classification's level of duties, complexity, independence, and decision making authority and is consistent with the County's internal salary setting methodology. Both internal and external market information was evaluated in setting the salary for this classification.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

The Administrative Office and the Sheriff's Department support the establishment of this new classification. The Civil Service Commission approved the new job specification on February 22, 2012.

## **FINANCIAL CONSIDERATIONS**

The new position is set at salary range 3654, which pays \$75,996 to \$92,388 annually. The total new position cost with salary and benefits is estimated at \$132,833.00. The salary range for the current position is 2903, which pays \$60,372 to \$73,380 annually. The total cost with salary and benefits for the current position is \$112,746.00. The additional expense will be included in the FY 2012-13 budget.

## **RESULTS**

Once approved, the incumbent's position will be reclassified to the new classification entitled Sheriff's Forensic Laboratory Specialist. This new classification accurately defines the responsibilities, duties, and requirements of this position and is consistent with the County's job classification plan.

## **ATTACHMENTS**

1. Resolution to approve the new classification of Sheriff's Forensic Laboratory Specialist and setting the salary range